How to File a Document Electronically

Submitting Electronic Documents

Electronic documents may be submitted to USITC via the EDIS CBIS web interface. Submitted documents must be in PDF format, and contain no links or other information which would connect the document with another web link. A document may contain any number of sections, none of which can exceed 10 MB in size.

To file electronic documents with USITC, the submitter must be a registered user with a valid userid and password.

To submit electronic documents to USITC:

1. Open your web browser. Enter the USITC URL, http://www.usitc.gov. Select Electronic Document Information System (EDIS) and Electronic Docket on the Tools and Links menu.
2. Select EDIS CBIS. The EDIS CBIS Home page appears.
3. Click the Login hyperlink. The EDIS Login page appears.
4. Enter your User ID in the Username field. Enter your password in the Password field. Click the Login button. EDIS CBIS Main Page appears.
5. Click the File Electronic Documents hyperlink. The EDIS File Electronic Documents page appears.
6. Enter information in all required fields. All fields are required unless specified as "optional."
   a. The submitter information is extracted from the user's registration information. If the user's information is incorrect, please contact USITC to update your profile, prior to submitting the documents.
   b. Enter the information in the <u>Filed on Behalf of:</u> field. For internal USITC users, this will default to your registered Office/Division, and it can be changed if you are submitting documents on assignment to a different Office.
   c. Click Find Investigation to search for, and select the proper investigation. The Area of Interest and Investigation Phase will be filled based on your selection of Investigation.
   d. If you are requesting a new investigation, click New Request, and the appropriate fields will be marked <New Request> for submission.
   e. The Document Type list will be filtered based on the Area of Interest for the investigation.
   f. Enter the security level of the document being filed. External users will be able to submit Public or Confidential Documents. Internal users will be able to set any security level available.
   g. The document date will be set to today's date for external users, and will be defaulted to today's date for internal users. Internal

users may adjust the document date if needed. The Document Date is the date the document was written, and does not imply the date the document was accepted into EDIS.

7. Attach the document sections. Use the Browse.. button to locate and attach the PDF file(s) you want to submit electronically. Enter a Section Title. Click Attach Files. Continue until all documents are attached and appear in the list below the Attach Files button.
    a. Sections may be defined as chapters or sections of a single large document, or
    b. Multiple small reference documents associated with an investigation, where documents must be reviewed together as a single entity with one document ID and security level.
    c. For rules regarding acceptable PDF Format and Style, please refer to the <u>Handbook On Electronic Filing Procedures</u>.
    d. Section Titles should include the Document and Section information, along with a section sequential numbering such as "Posthearing Brief Segment 1 of 13". Further guidance is found in the <u>Handbook On Electronic Filing Procedures</u>.
8. Click Submit Document with Attachments. Review the information being submitted, in particular, the investigation number and the security level. Misfiling the document under the incorrect investigation or with too low of security level, may result in delays in providing the documents to the persons needing this information, and potential expose business sensitive information to the wrong parties.
9. Click Submit Document to forward the document to EDIS. A Notice of Receipt is displayed once the PDF files have been uploaded from your workstation. The Notice of Receipt acknowledges the files have been transfers, but does not imply acceptance or rejection of the Filing. Print this page for your reference if you need to locate this document within the system later.
10. If additional documents are being filed under this investigation, click File Similar Documents to retain the document information for the next submission or File New Document to clear the fields to submit a new document.

At completion of the electronic submission, the EDIS system sends an e-mail confirming completion of the transmission. After the document is checked to make sure it complies with USITC rules, the USITC will send an e-mail notification that the document has been accepted for filing.